

GENERAL SCHEDULE INDEX

General Schedule No.	Item No.	Record Series Title
5	22	Accident Reports
1	2	Accounting Entity Descriptions
1	35	Accounts Receivable Billing Summary
1	37	Accounts Receivable Invoice
2	1	Accounts Receivable/Payable
2	2	Accounts Uncollectible
3	28	Actual and Necessary Travel Expense Voucher
2	21	Adjustment Update Report
6	5	Agency Billing Summary (Data Processing)
7	6	Agency billing Summary (Records Management)
5	41	Agency Classification Requests
1	1	Agency Description
1	18	Agency Purchase Orders
1	27	Agency Treasury Check Issued Summary
1	26	Agency Warrant Issued Summary
5	23	Alternative Schedule Request
5	24	Americans with Disabilities Act Complaint Form
5	50	Application Documentation, Hired Employees
5	51	Application Documentation, Not Hired Employees
3	15	Application for License, Permits, etc.
3	1	Appointments – Official – Agency
3	1	Appointments – Official – Governor
3	2	Audit Reports
1	28	Auditor's Warrant Issued Summary
1	45	Bank Demand Deposit Ledger
2	13	Bank Deposit Slips
2	12	Bank Statements
1	46	Bank Time Deposit Ledger
4	1	Bid Security (Bond)
2	9	Billing Support Documentation
3	3	Bills of Sale
2	22	Budget Addition Request
2	17	Budget Preparation Forms
2	23	Budgets
5	1	Calculated Detail Listing (Payroll Register)
2	11	Canceled & Voided Checks (Warrants)
9	1	Catalogs, Journals & Other Published Materials
2	14	Check Registers
2	10	Claims (Requests for Payments) Bank & Local Fund Records
5	42	Classification/Wage Appeal
3	35	Closed Legal Case Files: Civil
1	31	Collection Reports
3	25	Communication Equipment Request
8	4	Complaints – Noticed and Closed
3	4	Complaints – Written
8	6	Continuing Education
3	33	Contracts
1	3	Control Account Descriptions

GENERAL SCHEDULE INDEX

General Schedule No.	Item No.	Record Series Title
3	5a	Correspondence (Permanent Program & Policy Correspondence)
3	5b	Correspondence (Non-Permanent Correspondence: Routine)
3	5c	Correspondence (Non-Permanent Correspondence: Transitory)
3	5d	Correspondence (Non-permanent Correspondence: Reading Files)
3	5e	Correspondence (Non-Permanent Correspondence: Suspense/Tickler/ Follow-up files)
3	5f	Correspondence (Non-Record Correspondence: Junk mail)
2	18	Correspondence Concerning Budgets
6	3	Credit Memo
5	2	Cross Reference Listing – Biweekly
5	3	Cross Reference Listing – Yearly
1	47	Daily Transaction Listing
6	2	Data Processing Request Form
8	9	Deceased Licensee Files-Hard Copy/Electronic (MCA 37-1-141)
5	4	Decedent's Warrants
3	6	Deeds and Titles
2	3	Deposits, Reconciliations, Stop Payments
1	43	Distribution Voucher
3	34a	Drafts/Working papers (Permanent)
3	34b	Drafts/Working papers (Non-permanent)
5	26	Education & Training Records
5	27	EEO/Affirmation Action Records
5	28	Employee Earnings Records
5	29	Employee File Folder (Terminated)
5	5	Employee Master Record – Bimonthly
5	6	Employee Master Record – Yearly
1	17	Encumbrance Estimates
1	21	Encumbrance Estimates
5	7	Enrollment Forms
8	16	Examination Results - National
5	30	Exit Interview
1	34	Expenditure Accrual Report
5	31	Family and Medical Leave Notice of Rights
8	5	Final Order Books
3	12	Financial Reports
5	25	Formal Discipline Actions/Documentation
3	22	Forms Order
5	8	Garnishments
2	8	General Journal (Non-SBAS users only)
1	44	General Ledger
3	14	Grants & Supporting Documentation
5	32	Grievance Form
5	33	Immigration Form
8	8	Incomplete or Examination Failure Applications
3	21	Individual Contracts (Upon Termination)
8	1	Inspections/Audit Reports – License/Facility
3	7	Insurance Policies Expired (Other than Worker's Comp.)
1	36	Inter-Agency Invoice

GENERAL SCHEDULE INDEX

General Schedule No.	Item No.	Record Series Title
3	23	Inter-Agency Service Agreement
1	42	Intra-Treasury Cash Transfer
3	26	Inventory Report (Property Listing)
1	38	Journal Voucher
2	5	Journals/Registers – Books of Original Entry
4	4	Justification to Acquire Major Office Equipment
8	10	Lapsed Licensed Files-Hard Copy/Electronic (MCA 37-1-141)
3	8	Leases
5	34	Leave Request
2	4	Ledgers-Books of Final Entry
8	11	License Files-Hard Copy/Microfilm
8	12	License Files-Imaged
8	13	License Files-Imaged Hardcopy (secondary-see Item 12)
8	3	License Renewals (MCA 37-1-141)
5	35	Licenses and Professional/Technical Certifications
3	16	Licenses, Permits-originals, renewals
8	14	Licensing Board Minutes (reference GS3-9)
8	7	Licensing Examination Records (State, Board)
2	16	Local Fund Correspondence
2	15	Local Fund Receipts
5	9	Longevity Records
5	36	Medical Records
7	7	Microfilm Project Request
7	8	Microfilm Service Request
3	9	Minutes
3	18	Monthly Reports
5	10	Monthly Deduction Reports
5	37	Moving and Relocation Agreements
6	6	Network Audit Log
1	23	No Warrant transfer
9	3	Notice & Memoranda not related to the Agency's functions or responsibilities
1	13	Notice of Agency Appropriation Allocation
1	16	Notice of Agency Revenue Estimate Allocation
1	11	Notice of Appropriation
4	2	Notice of Cancellations
1	40	Notice of Direct Bank Debit
1	33	Notice of Dishonored Checks
1	10	Notice of Legislative Appropriation
1	14	Notice of Revenue Estimate
1	41	Notice of Transaction Correction
1	39	Notice of U>S> Treasury Transaction
3	10	Notices/Affidavits of Publications
1	5	Object of Expenditure Description
1	7	Object of Revenue Description
3	13	Operation Reports
3	11	Ordinances, Codes, Regulations, Directives, Policies
1	56	PAMS Classification/Type of Property by Agency Report
1	64	PAMS Deleted Transaction Log

GENERAL SCHEDULE INDEX

General Schedule No.	Item No.	Record Series Title
1	60	PAMS Detail Depreciation Schedule
1	63	PAMS Edit Error Report
1	54	PAMS Fiscal Year End Master Register
1	59	PAMS Inventory Listing
1	55	PAMS Master Register
1	65	PAMS Property Accountability Voucher
1	66	PAMS Property Action Required List
1	52	PAMS Property Adjustment Records
1	58	PAMS Property by Location Report
1	57	PAMS Property by Responsibility Center Report
1	51	PAMS Property Subsidiary Ledger (Land Only)
1	50	PAMS Property Subsidiary Ledger (Other than Land)
1	53	PAMS Report of Property Survey
1	61	PAMS Summary Depreciation Schedule
1	62	PAMS Update Log
1	67	PAMS/SBAS Reconciliation Report
3	36	Patient Medical Records
5	39	Pay Plan Exception – Blanket
5	38	Pay Plan Exception – Individual
5	11	Payroll Vouchers
5	40	Performance Appraisal
4	1	Performance Security (bond)
3	27	Personal Vehicle Use Authorization
9	2	Photo copies of Bulletins & correspondence
2	20	Position Control Adjustment
2	19	Position Control Report
5	43	Position Description
5	44	Position Detail Form
5	45	Position Review Form
5	12	Pre-payroll Listing
5	46	Probation Exception
1	4	Program Descriptions
5	47	Promotion
5	48	Public Employee Retirement System
1	20	Purchase Order Adjustment
1	19	Purchase Orders
5	13	Quarterly Reports
3	19	Reading or Day Files
2	6	Record of Daily Transactions
7	4	Records Disposal Request
7	5	Records Disposal Request Continuation Sheet
7	1	Records Inventory Worksheet
7	9	Records Reference Request
7	3	Records Service Request
5	49	Recruitment/Selection Process Documentation
5	52	Reduction-in-Force Notice
5	53	Reduction-in-Force Reinstatement Offer
5	54	Reduction-in-Force Roster & Preference Documentation

GENERAL SCHEDULE INDEX

General Schedule No.	Item No.	Record Series Title
1	9	Reporting Center Specifications
9	5	Reproduction Material: Stencils, Hectographs, Offset Plates
3	32	Request and Justification for Out-of-State-Travel
1	15	Request for Revenue Estimate Action
8	2	Requests for Information (reference GS3-5c)
4	5	Requisition
5	55	Resignation
1	8	Responsibility Center Attributes
5	14	Revocations
9	6	Routing Slips
1	49	SBAS Daily Balancing
1	48	SBAS Report Tapes/Microfiche
8	15	Screening and Executive Minutes
6	1	Service Agreement
5	56	Sexual Harassment Complaint
5	57	Sexual Harassment Investigation Report and Documentation
9	7	Shorthand Notes, Steno-tapes & Recordings
5	15	Special Reports (turnaround documents, wage/insurance increases)
5	16	State Share Reports
1	30	State-Dated Warrant Cancellation Notice
1	6	Statewide Revenue Classification Description
5	17	Status Forms
9	9	Stocks of Agency publication & printed documents
3	20	Subject Files
6	4	Tape Removal Authorization
9	8	Telephone messages used to convey non-policy messages
3	24	Telephone Service Request
3	17	Test Reports, Certification of Accuracy or Validity
5	18	Time Sheets
5	58	Transfer
1	22	Transfer-Warrant Claim
7	2	Transmittal of Records
3	29	Transportation Purchase Order
3	30	Travel Expense Voucher
1	24	Treasurer's Check Issued Summary
1	32	Treasurer's Deposit Correction
1	25	Treasury Disbursement Advise
3	31	Vehicle Requisition and Trip Form
4	3	Vendor Files
2	7	Vouchers
5	19	W-2 Undistributed
5	20	W-4
5	21	W-5
5	59	Wage & Hour Claims
1	29	Warrant Cancellation Notice